

How to File a Freedom of Information Act Request with the
Office of the Village of Pecatonica, IL

Please make your request for records in writing. The Office of the Village of Pecatonica does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax, e-mail or in-person. Please direct your request to:

Village of Pecatonica
FOIA Officer
405 Main Street
PO Box 730
Pecatonica, IL 61063-0730

Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.

Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.

Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.

The Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. provides for the following fees to be charged, unless fees are waived or reduced. Each requestor must pay the following for copying, certification, and mailing of the public records:

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| 1. | Copies – Letter or Legal size | \$.15 per side |
| 2. | Copies – color or oversize | Actual cost of reproduction |
| 3. | Certification | \$1.00 per document plus copy cost |
| 4. | Recording Media | Actual cost of media |
| 5. | Statutory Fees | Rate authorized by statute |
| 6. | Mailing | Actual cost of postage |

However, there will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for requests for commercial purposes. When the service of an outside vendor is required to copy any public record, the actual charge of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above. Payment of all required fees must be made prior to copying, certifying and mailing.